

**Improving the lives of children and young people**

**Youth Project Lead Person Specification**

| **Category** | **Essential** | **Desirable** | **Assessment** |
| --- | --- | --- | --- |
| **Qualifications** **& Experience** | * Computer literate and proficient in use of Microsoft Office * Face to face youth work OR similar * Work in partnership with other agencies * Staff supervision or management experience | * Experience of delivering training programmes * Prior experience of recruiting and managing volunteers | Application Form  Assessment  Interview |
| **Skills** | * Ability to manage own workload and prioritise; * Excellent relationship building and communication skills * A creative approach to problem solving; * Excellent organisational skills * Ability to act proactively * Excellent team worker with the ability to work collaboratively with Directors, staff team and volunteers * Ability to motivate team members * Ability to demonstrate Health & Safety skills & knowledge * the ability to effectively monitor, report on and evaluate work undertaken * Basic financial management | * Creative and social media savvy, confident with a range of platforms /websites / apps. * Publicity Skills * Performance management of staff * Report writing skills * skills in financial budget production and management, petty cash reconciliation. | Application Form  Assessment  Interview  Presentation |
| **Knowledge and Understanding** | * Health, Safety & Welfare Issues * A working understanding of safeguarding children and young people * A working understanding of equality and diversity with the ability to challenge discriminatory behaviour | * Funding for the voluntary and community sector | Application Form  Assessment  Interview  Presentation |
| **Personal Qualities** | * Approachable * Ability to adhere to and maintain effective relationships with children and young people, staff, parents, carers and other colleagues within appropriate professional boundaries. |  | Application Form  Assessment  Interview  Presentation |
| **Other** | * The ability to travel in order to meet requirements of the post; * Willingness to work evenings and weekends; * Expectation of Continued Professional Development (CPD) in the role. | * Full driving licence with access to a car for work; | Application Form |

**The Activity Den**

**February 2025**